

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

TOWN OF MIDDLETOWN: NY440

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Town of Middletown

PHA Number: NY440

PHA Fiscal Year Beginning: (mm/yyyy) 10200 3

PHA Plan Contact Information:

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Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA: 47 Main Street, Delhi, New York 13753
- PHA development management offices: 91 Townsend Street, Walton, NY 13856

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA: 47 Main Street, Delhi, New York 13753
- PHA development management offices: 91 Townsend St. Walton, NY 13856
- Main administrative office of the local, county or State government: Middletown Town Hall, 42339 State Highway 28, PO Box 577, Margaretville, New York 12455

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA 47 Main St. Delhi, NY 13753
 - PHA development management offices: 91 Townsend St. Walton, NY 13753
- Other (list below)

PHA Programs Administered:

Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2003**
[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

The five year plan and initial PHA plan were submitted in December of 2000. There are no

significant changes presented in this Annual Plan. Briefly, the goals presented in the initial plan were to increase utilization of housing choice vouchers, to apply for additional assistance, to implement a homeownership program utilizing Section 8 assistance toward the cost of a mortgage, to improve the score on the Section Eight Management Assessment Program, and to involve the community directly or in partnership with others to improve housing and assist community development. These goals continue to be appropriate.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

No policy or program changes are proposed for the upcoming year.

2. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. Yes No : Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

Delaware Opportunities Inc. is the administrator of the PHA Section 8 Rental Assistance Program. Delaware Opportunities Inc. is a HUD approved Housing Counseling Agency. Staff have received initial and ongoing training in pre-purchase, purchase, post purchase, delinquency, and foreclosure counseling. The agency has successfully operated a first time home buyers program utilizing Community Development Block Grant funding and has operated a Rural Homeownership Assistance Program under the auspices of the New York State Division of Housing

and Community Renewal. The agency has working relationships with private lenders and has leveraged funds from these lenders and from government assistance programs. The agency operates a Family Self Sufficiency Program, both directly with HUD and under contract to NYSDHCR. In addition to this expertise, the agency has staff available to identify housing rehabilitation needs and to assist program participants to address these concerns to assure that housing quality standards are maintained at all times.

3. Other Information

[24 CFR Part 903.7 9 (r)]

Resident Advisory Board (RAB) Recommendations and PHA Response

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment (File name)

3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment ____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA’s consideration is included at the end of the RAB Comments in Attachment ____.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) New York State

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan(s)

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

The Consolidated Plan identifies the need for affordable housing and further identifies resources, including both CDBG and HOME which are administered by the New York State Division of Housing and Community Renewal, as important funding sources to address creating opportunities for lower income households to become homeowners and for the rehabilitation of existing housing. Rental Assistance through HUD is also identified as an important program to be accessed to assure the affordability of decent, safe, and sanitary rental housing. This PHA plan covers activities which are consistent with and assist in implementing activities contained in the Consolidated Plan.

Other: (list below)

PHA Requests for support from the Consolidated Plan Agency

Yes No Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

HOME (the PHA, in partnership with Delaware Opportunities Inc. submitted an application for a first time homebuyers program)

RESTORE (the PHA, in partnership with Delaware Opportunities Inc. submitted an application for funding for this emergency repair program for lower income elderly home owners.

Rental Assistance (the PHA, in partnership with Delaware Opportunities Inc. submitted a request for additional rental assistance under the Family Self Sufficiency Program on a county-wide basis – during the year 25 additional Family Sufficiency vouchers were approved on a county-wide basis, and Delaware Opportunities obtained funding for a full time FSS Counselor.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

New York State provides ongoing support to Delaware Opportunities Inc. for the administration of a rental assistance program on a county-wide basis. The availability of the county-wide assistance expands the resources of the local PHA in meeting local housing needs. Additionally, funds have been granted to Delaware Opportunities Inc. for housing rehabilitation on a county-wide basis. These funds may be utilized in meeting the local needs covered by this plan.

C. Criteria for Substantial Deviation and Significant

Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

There has been no substantial deviation from the five year plan, nor have events occurred which suggest the need for any future deviation.

B. Significant Amendment or Modification to the Annual Plan:

No significant amendment or modifications are anticipated at this point in time.

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
×	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
×	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
×	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
×	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction (contained in 5 year plan)	Annual Plan: Housing Needs
×	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
×	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
×	<p>Section 8 rent determination (payment standard) policies</p> <p>The payment standard is 100% of the HUD established Fair Market Rent, as established in the administrative plan.</p>	Annual Plan: Rent Determination
×	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
×	Section 8 informal review and hearing procedures (included in Administrative Plan)	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
×	Policies governing any Section 8 Homeownership program (included in the Administrative Plan)	Annual Plan: Homeownership
×	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
×	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
×	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

Required Attachment B : Resident Member on the PHA Governing Board

1. Yes No : Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

How was the resident board member selected: (select one)?

Elected
Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

The PHA is the local municipality. The governing board of a municipality is established by New York State Law. Board members are prohibited from receiving rental assistance under conflict of interest provisions. The governing board obtains input from the Resident Advisory Board which consists entirely of recipients of rental assistance (program participants).

B. Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment C: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

All members of the Resident Advisory Board are program participants. All recipients of rental assistance serve on the Advisory Board.

TOWN OF MIDDLETOWN: NY440

REPORT ON FIVE YEAR PLAN

PHA FISCAL YEAR BEGINNING OCTOBER 1, 2003

The Town of Middletown has adopted a five year PHA Plan for the operation of housing programs. The initial plan was adopted in December of 2000. This document identifies the originally established goals and progress toward those goals.

Apply for additional rental vouchers: Request 30 additional vouchers.

The opportunity to apply for additional vouchers has been limited by the availability of federal funding for new vouchers as well as by the fact that the waiting list for assistance is relatively short, making it difficult to document the immediate need for assistance. The demographics for the community clearly indicate the need for additional assistance. Due to funding availability, however, the waiting list is beginning to grow. To further demonstrate the need for increased assistance, Delaware Opportunities, as the administering agency, needs to increase the visibility of the program so that eligible families are identified and placed on the waiting list to provide the basis for the need for additional assistance.

Improve voucher management: Increase PHA score by 5.

In March of 2002, HUD established a PHA score of 20 or 44%, and rated the Town of Middletown as a troubled PHA. This score represented operations through September 30, 2001. In May of 2003, HUD established the SEMAP score at 40, or 100% and ranked the Town of Middletown as a high performing PHA. The goal of the five year plan has been met.

Increase Customer Satisfaction: Institute annual satisfaction questionnaire. A customer satisfaction questionnaire was completed in 2002-2003 indicating general satisfaction with the program. Some customers felt they should have been treated with more respect. A questionnaire for the 2003-2004 year is currently being distributed. The results of the survey will be used to determine if customer satisfaction has been improved.

Increase assisted housing choices by:

§ Provide voucher mobility counseling.

Voucher mobility counseling occurs as a regular part of the tenant briefing process. Information regarding voucher mobility is included in the tenant packet. Voucher mobility counseling also occurs during the recertification process..

§ Conduct outreach efforts to potential voucher landlords

Landlord outreach activities are ongoing. Most landlords in the community are familiar with the program and are willing to accept rental assistance payments.

§ **Increase voucher payments standards.**

The Town of Middletown has established the payment standard at 100% of the fair market rent established by HUD. The Town increases the payment standard when HUD publishes changes to the FMR. The payment standard was increased in 2003.

§ **Implement voucher homeownership program.**

The Town of Middletown has amended its administrative plan to permit the operation of the homeownership program. Agreements have been reached with local lending institutions to Agrow@ the income of loan applicants by the amount of the rental assistance. Program participants must be enrolled in the program for a year prior to applying for the homeownership program. Applicants must complete a homeownership counseling course offered by the agency, and must demonstrate to a private lender the ability to repay the loan, understanding the availability of rental assistance toward homeownership. Program participants have expressed interest in this option, but have not yet achieved homeownership.

Increase the number and percentage of employed persons in assisted families: Increase by 5%

As of August 2001, 5 of 21 or 24% of participants were working. In June of 2002, 11 of 33 participants, or 37% were working. At that point, the goal had been met and substantially exceeded. As of October, 2003, 8 of 24 or 33% of assisted households had employment related income. The goal has been reached; however, staff will continue to encourage households to gain employment.

Provide or attract supportive services to improve assistance recipients= employability: Encourage participation in BEST, Job Coaching, Etc.

Delaware Opportunities has entered into a number of collaborative agreements with the Delaware County Department of Social Services and others to assure the availability of supportive services. During the most recent year, the agency operated a wage subsidy program to provide additional incentives for employers to hire housing assistance recipients. These programs are available to all participants in the Town of Middletown Housing Choice Vouchers program.

Ensure Equal Opportunity in Housing for all Americans by:

§ **Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.**

Day to day operations stress affirmative measures to ensure fair access and equal opportunity in housing. Brochures and advertising include the HUD Fair Housing Logo and fair housing statements. Applicants and program participants are encouraged to identify housing of their choice. There are no concentrations of minorities in the community. Current participants live throughout the service area. The Town adopted a service area which includes the Village of Margaretville, as well as the Towns of Roxbury and Bovina, expanding housing choice as well.